

MAVEA Maine Learning Results/Curriculum Integration Project
Student Information System (SIS) – Instructor Help Manual

Note tasks and MLR cannot be linked to an assessment before you create an Assessment Title
[see directions for “Add/Edit Assessment Information” at Button H in Section 4, page 1
or alternate method for creating an assessment title at “Work with Graded Projects – Section 8]

To link Program Task(s) to an Assessment: Select **Button I** on the main menu form.

The screenshot shows a web form titled "Horticulture" with a "Select Assessment" dropdown set to "Roots" and a "Main Menu" button. Below is a table of tasks. A pull-down menu is open on the right side of the task list, showing a scroll bar. An arrow points to the scroll bar with a text box explaining its function.

TaskID
E-Plant Science 1-Describes the structure and function of plant parts.
E-Plant Science 2-Identifies and classifies plants based on characteristics.
E-Plant Science 7-Demonstrates understanding of the environmental needs of plants.
G-Soil & Growing Media 6-Incorporates appropriate fertilizer amounts into media.
G-Soil & Growing Media 7-Identifies and mixes different soils and growing media.
H-Plant Propagation 1-Identifies methods of propagation.
H-Plant Propagation 10-Propagates plants by division

Select task you want to link by scrolling pull -down menu

To Link a Task to an Assessment:

Select Assessment → Select the Task Tab → Activate Pull-Down Menu of Tasks by clicking cursor in gray arrow at right of the form. → Tasks are sorted by Duty Area → scroll to task you want to attach to assessment and put your cursor on it. Repeat process until you’ve selected all tasks associated with a particular assessment.

[Note- there is an alternate method for linking tasks to assessments at “Work with Graded Projects - Button J]

To Delete a Task linked to an Assessment:

Select the task you want to delete → right click & choose delete or use the delete key on the keyboard.

To Link an MLR to an Assessment: Select **Button E** on the Main Menu

This is essentially the same process as selecting MLR to link to Duty Areas. Select Assessment → Select new MLR to link → Select Content Area → Select Std → Select Performance Indicator → click Add Selected Performance Indicator MLR Tasks button [see Section 3 – page 1 for more detailed directions]

The screenshot shows a web form titled "LinkMLRAssessFrm". It has a sidebar with instructions: "1 Select MLR Content Area", "2 Select Standard", "3 Select Performance Indicator", and "Use Shift + F2 to View Full PI". The "Content Area" dropdown is set to "CP" and the "Std" dropdown is set to "CPC-INTEGRATED AND APPLIED LEARNING-Students will de". There are two buttons: "Add Selected Perf-Indicator MLR Tasks" and "Return to MLR Form". Below is a table of Performance Indicators.

PerfIndicator	Perfi
CPC01 Demonstrate an understanding of the integration and application of academic and occup	34
CPC02 Demonstrate knowledge of customer satisfaction strategies.	3E
CPC03 Demonstrate an understanding of how humans change and adapt technology to their be	3E
CPC04 Use mathematical, scientific, and technological tools to design and apply solutions to a	37
CPC05 Demonstrate an understanding of workplace safety and human factors in the developme	3E

To Delete an MLR linked to an assessment: Select the MLR link you want to delete - use the delete key on the keyboard. [right clicking and deleting isn’t an option at this screen]